
Addendum No.: 1 to the following Invitation to Bid (ITB):

**Project Management Professional
Exam Preparation Training Services**

DMS-20/21-095

Date: April 16, 2021
To: Prospective Bidders to ITB No.: DMS-20/21-095
From: Teresa Daughtry, Procurement Officer
Subject: Bidder Questions and Department Answers

1. In accordance with **Section 2.1** of ITB No.: DMS-20/21-095, the Department hereby provides answers to the timely submitted questions posed by prospective Bidders, in the table below.
2. The Invitation to Bid, ITB No. DMS-20/21-095, is hereby amended as follows:
 - a. **Attachment A, Scope of Work**, is hereby deleted and replaced with **Attachment A, Revised Scope of Work**.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK.

DMS-20/21-095
Project Management Professional Exam Preparation Training Services

Question #	Question	Answer
1	What is the number of classes per year considered in the estimated annual spend value of \$169,200 noted on the ITB?	The Department is considering between four (4) and six (6) classes per year.
2	<p>Please provide the following information on DMS paid PMP classes over the last three years:</p> <p>a) List number of students per class, and amount paid for each class.</p> <p>b) List number of students which had to retake the PMP exam per class.</p> <p>c) Number of classes given onsite and number of classes given online</p>	<p>a) See Attachment A, Revised Scope of Work, Section 1.2, Number 1 for number of students per class. Each class was \$35,710.00.</p> <p>b) The initial pass rate for learners per class ranges from 40% - 70%.</p> <p>c) There have been 8 classes delivered in-person and 6 classes delivered online.</p>
3	<p>Is the DMS open to provide equitable adjustment for the contract bid if any of the following occurs?</p> <p>a) Costs paid for classes per year falls below 25% of the estimated annual spend of \$169,200</p> <p>b) Project Management Institute increases any of the PMP membership, registration, exam or retake fees.</p>	No.
4	If there is an existing contract in place, please provide a copy of the incumbent's contract.	Please see Addendum No. 1 Exhibit 1.
5	Is the Department open for study material to be provided only as a PDF?	No.

DMS-20/21-095
Project Management Professional Exam Preparation Training Services

Question #	Question	Answer
6	The solicitation references paying for a student to retake the PMI PMP exam. Is the vendor only responsible for one exam retake fee?	Yes, see Attachment A, Revised Scope of Work, Section 3.
7	Is the DMS open to allow the vendor to fill seats up to the 30-seat maximum in case there are less than 30 DMS students assigned to an onsite class?	No.
8	Is the DMS open to allow the vendor to include non-DMS students in an online class?	No.
9	How are students being vetted to ensure they qualify to take the exam within two weeks of the class? Meaning that they have the required amount of experience in order to submit the application, as well as the 35 education hours.	Students submit an application to the Department that mirrors the current PMI® PMP® application. The Department's Contract Manager will review all applications to ensure eligibility requirements will be met, prior to enrollment in this course. The 35 education hours will be provided by the vendor, as state in Attachment A, Revised Scope of Work.
10	There is a requirement that the bidder be an Authorized Training Provider (ATP) with the Project Management Institute (PMI). We are a managed learning services provider and are vendor neutral however work with instructors that have the required certifications. Would it be permissible for us, the bidder, to not be an ATP but use a subcontractor for the actual training and materials who is an ATP with PMI? We would be the prime and manage the contract relationship with DMS, but our subcontractor would be the ATP actually providing the materials and instruction.	No.

DMS-20/21-095
Project Management Professional Exam Preparation Training Services

Question #	Question	Answer
11	<p>Section 4, Performance Measurements, #2, mentions: "The Contractor must receive a Likert Scale rating of 'Agree', or better, on the participant evaluations provided by the Department, as it pertains to class materials, course content, and instructor performance, as outlined in Section 1.2.".</p> <p>Could you please clarify this? What happens if the contractor does not get a rating of 'Agree' or better?</p>	Participants will assess each class by the requirements set forth in Attachment A, Revised Scope of Work, Section 1.2. Such assessments shall be utilized as a tool to assess vendor performance and support contract management.
12	What is the estimated total number of participants for the PMP® Exam Review class?	Please see Attachment A, Revised Scope of Work, Section 1.2, Number 1.
13	Is there a contractor currently providing these training services?	Yes.
14	What is the approximate timeframe to begin this training?	The Department anticipates classes may begin in the summer/fall of 2021; however, classes may be scheduled at the discretion of the Department at any time during the fiscal year.
15	Are there other decision (award) criteria beside price that will be taken into account, or will the award be based solely on lowest cost?	No.
16	PMI® eliminated the Registered Education Provider (REP) program last year, replacing it with PMI's Authorized Training Partner (ATP) Program. With REP no longer available, is the State of Florida requiring a PMI Authorized Training Partner (ATP) and having this contractor maintain ATP status throughout the life of the Purchase Orders issued?	Yes, please see Attachment A, Revised Scope of Work, Section 1.

DMS-20/21-095
Project Management Professional Exam Preparation Training Services

Question #	Question	Answer
17	Likewise, as an ATP, PMI now requires that our instructors are certified to teach the PMP® Exam Review class in addition to having their PMP®s. Is this too now an expectation of the State of Florida to ensure the highest level of quality with the instructors?	Please see Attachment A, Revised Scope of Work, Section 1.
18	As an authorized ATP of PMI, the PMP® Exam Review course has been changed from 4-days to 5-days, meeting PMI's project management training requirements for the PMP® examination and also eliminating the need for supplemental in-person or online training. Is PMI's required 5-day format for participants pursuing their PMP® certification acceptable to meet both the State of Florida expectations while achieving PMI's PMP® educational requirements? The other online resources remain, including access to print and electronic materials and practice examinations in alignment with PMBOK® Guide, 7th edition and the PMP® examination.	No.
19	In section 1 of the ITB – “the Contractor shall maintain: 1) a PMI® Registered Education Provider status throughout the life of the Purchase Orders,” I assume the PMI Authorized Training Partner status satisfies this requirement?	Yes.
20	Under Class Requirements: “All classes shall be a 4-day instructor-led program” and “must include a minimum of two (2) 15-minute breaks daily and one (1) hour lunch break daily. Classes shall be completed between the hours of 8:00 am and 5:00 pm ET each day.” This would not add up to the 35 contact hours required to sit for the PMP exam. Would the Department consider a 5-day class or is this expected to be satisfied by the student accessing the online material?	The additional hours are expected to be satisfied by the student accessing the online material.

DMS-20/21-095
Project Management Professional Exam Preparation Training Services

Question #	Question	Answer
21	July 1, 2021 is listed as the anticipated start date and the new PMBOK 7th edition is not expected out until the August 2021, according to PMI. Will the Department allow the vendor to wait for the release of the new PMBOK 7th edition?	Please see answer to Question 14.
22	Is there an incumbent vendor?	Yes.
23	Regarding the price per class, since the contractor will have significant per student cost (course materials, PMBOK Guide, PMI membership, exam fees, and potential exam retake fees), would the state consider a scaled price proposal based on the number of participants in five (5) student intervals (15, 20, 25, 30 students)? This could result in significant savings for the state if all classes are not full with 30 participants.	No.
24	In Attachment A, Section 1.4, numbers 3, 4, and 5, it is stated that the contractor will pay the testing provider directly for both the initial exam, any required retake exam, and pay PMI directly for membership. It is our understanding at a PMI Authorized Training Partner, that such payments must be made by the students directly to PMI. Have past contractors been able to provide this service?	Yes.
25	As a follow-up to the previous question, if it is determined that the Contractor is not permitted to provide direct payments for exams and PMI membership, would it be permissible for the Contractor to provide class participants with reimbursement for these fees in the form of a pre-paid Visa card?	No.

DMS-20/21-095
Project Management Professional Exam Preparation Training Services

Question #	Question	Answer
26	In Attachment A, Section 1.4, number 4, will the students be required to achieve a minimum score on one of the provided practice exams in order to be eligible for the exam retake at the Contractor's expense?	No.
27	Per section 1.4 (Timeline of Events) in the ITB, would the state consider extending the bid submission deadline to allow for more time between the anticipated posting of the Q & A and the bid submission deadline?	No.